**(Date)**

Name

Title

Address

Dear Name:

This letter is to inform you of my intention to retire from my position as **Title** on **Date**. My official separation date will be **Date** *(this sentence is needed only if separation date is different from retirement date)*. I have been in contact with the Benefits Office and have received the needed guidance to assist me with my decision. Please contact me if you should have any questions.

Sincerely,

**(Name)**

**(Title)**

cc: AVP Hales

Vice Provost Daniel Obrist

Interim Director for County Cooperative Extension Schmitt-McQuitty (if applicable)

Associate Director for REC System Haver (if applicable)

County or REC Director Name (if applicable)

Statewide Program Director Name (if applicable)

Contracts and Grants Office, Associate Director Kim Lamar (if applicable)

Interim Academic Personnel Director Tina Jordan

*\*\*\*Edit as appropriate and transfer contents to your letterhead\*\*\**